



**Island  
Employment  
Partners Ltd.**

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Submit a detailed  
resume

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## **Corporate Executive Assistant**

On behalf of our client Wakefield Quin, we are seeking qualified candidates for the role of Corporate Executive Assistant. The successful candidate will be responsible for providing advanced support to Director and two Senior Counsel, with duties that will include but not be limited to:

- Performing a range of secretarial functions including audio transcription, drafting/editing correspondence and complex legal documents and organizing/scheduling client meetings, often interacting with clients on the phone or via email
- Managing new client matters including collection of KYC; coordinating client invoicing including time entry into PCLaw and the collection of accounts receivables
- Fund administration including distribution of statements to investors, liaising with investor relations team/shareholders, responding to audit requests
- Corporate administration including filing documents with government authorities and arranging payment.
- Providing General Manager with clerical assistance, preparation and editing correspondence/reports and immigration applications and arranging ad hoc company/corporate hospitality functions

### **QUALIFICATIONS/SKILL REQUIREMENTS:**

- A Bachelor's degree level of education in business administration or related discipline
- At least 2 years' recent experience in a similar position preferably within a legal or professional services environment. The ability to demonstrate familiarity with legal terminology would be preferred
- Proven organizational skills with the ability to handle multiple tasks with tight deadlines
- Understanding and experience in employment law and work permit policies together with strong project management skills
- Computer proficient with Microsoft Office, Adobe Acrobat and strong document editing skills
- Must be highly motivated, with a flexible attitude towards adopting additional responsibilities

**Closing date for applications: April 1, 2016**